

Directions for paying LANL Registration Fees Online

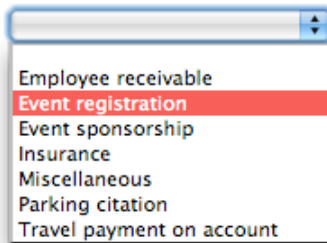
1) Go to:

<http://www.lanl.gov/orgs/cfo/payment/>

2) Select **EVENT REGISTRATION**

Please enter all information.

This payment is for ... [select one]:



A screenshot of a web form showing a dropdown menu for selecting the payment type. The menu is open, displaying several options. The option 'Event registration' is highlighted with a red background. To the right of the dropdown, there is a button labeled 'Review Payment'.

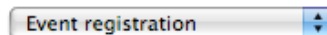
Payment Type
Employee receivable
Event registration
Event sponsorship
Insurance
Miscellaneous
Parking citation
Travel payment on account

Enter the payment amount in the following format: 9999.99 - do not use comma (,) or \$

3) Enter **REGISTRATION FEE AMOUNT**, and click **REVIEW PAYMENT**.

Please enter all information.

This payment is for ... [select one]:



A screenshot of the same web form as before, but now the dropdown menu is closed and 'Event registration' is selected and displayed within the dropdown box.

Enter the payment amount in the following format: 9999.99 - do not use comma (,) or \$



A screenshot of the payment amount input field, which contains the text 'XXX'. To the right of the input field is a button labeled 'Review Payment'. A large red arrow points from the input field towards the 'Review Payment' button.

4) This page is just for information purposes and may be skipped.

- Click **SUBMIT PAYMENT** in the lower right corner.

Please review your information before submitting for payment.

If incorrect, please use the browser back button.

Payment of \$300.00 for Event registration.

On the next page you will enter your credit card and billing information. The Payment Type has been automatically filled in for you based on the selection you made in the drop down on the first page.

The Payment Description field is very important in the application of your payment. This field is free form; however, here are some suggested comments to enter in the payment description field based on the payment type you are making.


Payment Type	Payment Description
Employee receivable	Employee Z number
Event registration	Event code or name of event. Non-LANL attendees only.
Event sponsorship	Event code or name of event. Non-LANL sponsors only.
Insurance payment	Employee Z number
Parking citation	Citation number and employee Z number
Travel payment on account	Trip number and employee Z number

If you are making a miscellaneous payment, please make sure to utilize the payment description field to indicate the type of activity you are paying for. The field can accept up to 64 characters including spaces. If you are unable to describe your payment in the field, you can send an additional email to payments@lanl.gov to provide further detail.








A screenshot of the bottom right corner of the page, showing a button labeled 'Submit Payment'. A large red arrow points towards this button.

- 5) Complete each field. The proper registration fee amount will appear on top.
- LANL only accepts Visa, MasterCard, and Discover.
 - **EVENT CODE = CNLS – Conference Name.**
 - If payee is different than attendee, then add attendee name to **PAYMENT DESCRIPTION.**



Payment Details
Total Amount \$ 300.00
All fields in bold are required.

Credit Card

Credit Card Type
Credit Card Number
Expiration Date
Billing Information
First/Last Name
Company
Street Address 1
Street Address 2
City/State/Postal Code
Country
Phone Number
Email Address
Payment Type
Event Code
Payment Description
Email Address


Thank you for your order

- 6) **Print the CONFIRMATION PAGE**, and email to conferences@cnls.lanl.gov or fax to 505-665-2659.